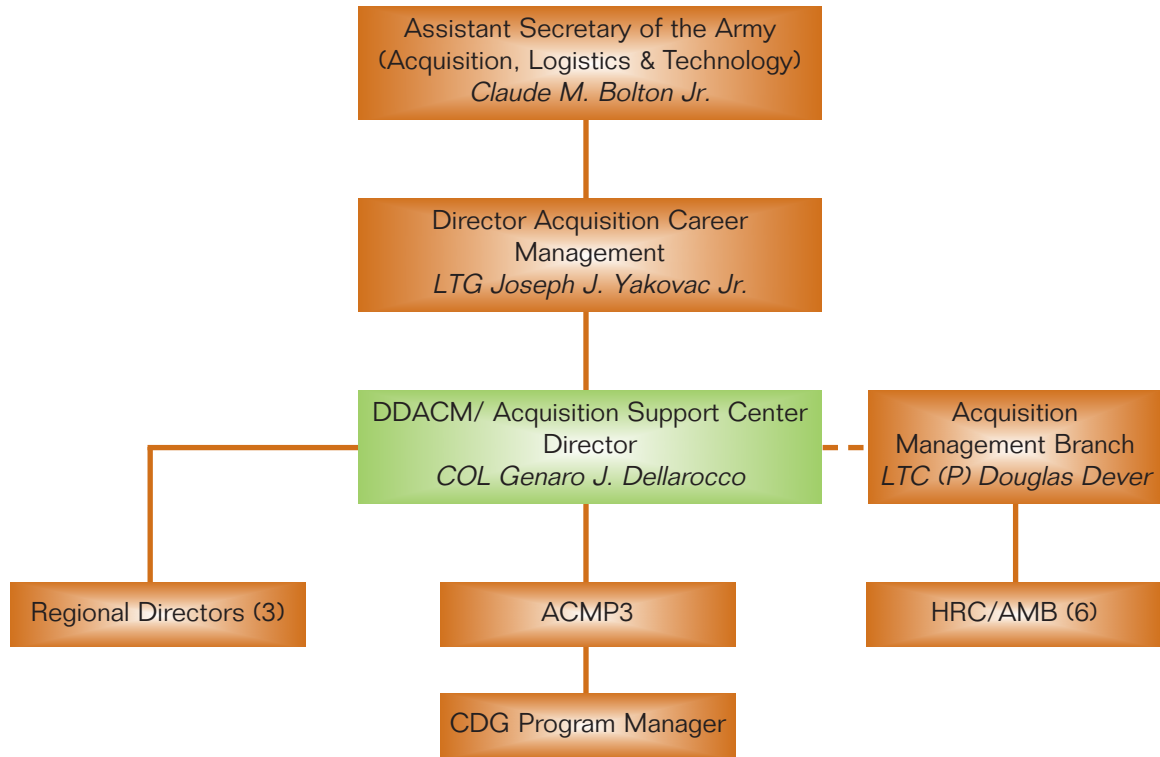


CDG Program Organization



Primary DACM Representative in Regions
 Senior Leadership Interface
 Acquisition Career Experience Program
 Certification Processing
 Corps Eligible (CE) Program
 Competitive Development Group (CDG) Program
 AAC Career Management Policies
 Continuous Learning Points (CLP) Program
 Policy and Procedures Development
 Centrally managed board selections

Acquisition Career Record Brief (ACRB) Management
 Individual Development Plan (IDP) Assistance
 Regional AETE Training
 Acquisition Tuition Assistance Program (ATAP)
 Five-Year Rotational Review of CAP Incumbents
 Professional Development Seminars/Site Visits
 Customer Assistance for CAPPMS Issues
 Board Scrub and Preparation
 AAC and CAP Issues
 Centrally managed senior acquisition positions

Army Acquisition Executive (AAE)

The AAE serves as the Senior Procurement Executive and Science Advisor to the Secretary of the Army, and also as the senior research and development official for the Department of the Army. Among his responsibilities as Assistant Secretary of the Army for Acquisition, Logistics and Technology (ASAALT), a few include: appointing, managing and evaluating Program Executive Officers and Program Managers; managing the AAC; and overseeing research, development, test, evaluation and acquisition programs.

Director, Acquisition Career Management (DACM)

The DACM is responsible, by law, for implementation of Army Acquisition Workforce education, training and career development. The DACM's implementation strategy includes high-quality education, training and other career broadening programs to enhance the workforce member's technical competencies and leadership skills.

Deputy Director, Acquisition Career Management (DDACM)

The DDACM serves as the Deputy to the DACM and the ASC Director. As the proponent for the CDG Program, the DDACM has directed the ASC staff to develop the program and provide program management oversight. The DDACM presides as the convening authority for the CDG Selection Board and, as such, has final approval authority over board results and the release of these results. The DDACM provides the funds for the cost of salaries, general pay increase(s), Contribution Rating Increase and Contribution Awards (pursuant to the CCAS rating cycle) pay and allowances, travel, training, Permanent Change of Station and travel associated with training (non-work-related functions) in support of the CDG Program.

Acquisition Support Center (ASC)

ASC provides general CDG Program management oversight through its assigned CDG Program Manager, and maintains CDG policies and procedures. ASC personnel coordinate CDG policy and procedural issues with the Office of the Assistant Secretary of the Army (Manpower and Reserve Affairs), the HRC AMB, resource management personnel and other organizations as appropriate, and serve as subject matter experts for the respective ACFs. On behalf of the DDACM, the CDG Program Manager prepares the Memorandum of Instruction for the CDG Selection Board and provides the Memorandum of Instruction to HRC for the conduct of the CDG Selection Board. Following the selections, ASC hosts an orientation for the new CDG members. The ASC, in coordination with the Regional Directors, works with CDG members to develop an initial IDP. Upon approval of the IDP, ASC coordinates the placement of CDG members into IDP-approved developmental assignments, taking into consideration the needs and requirements of both the Army and the CDG member, and provides oversight for CDG member achievement of IDP goals and objectives. When appropriate and possible, ASC provides members with priority placement into required education and training courses.

ASC Resource Management (RM) Division

The RM Division executes funds for actions associated with the selection and management of CDG members, including selection boards, orientation programs, reassignments, payroll, training and travel in support of the CDG Program. All funds are authorized by the ASC Director.

ASC Human Resource Management (HRM) Division

The HRC Division coordinates personnel actions affecting CDG members with the servicing CPAC and provides guidance on position classification, evaluation, awards and other personnel issues. If a CDG member is reassigned to a different geographic location, PCS and Defense National Relocation Program (DNRP) entitlements will be authorized and paid for using DDACM funds in accordance with Volume 2 of the *Joint Travel Regulation* for PCS and the *DNRP Employee Handbook* guidelines. When the CDG member accepts an assignment requiring relocation, the CDG member is responsible for contacting the RM Division for a copy of the *DNRP Employee Handbook* and identification of a point of contact at DNRP. The RM Division is responsible for preparing the PCS Orders. The CDG member is responsible for completing DNRP requirements.

Regional Directors

The CDG member's Regional Director for Acquisition Career Management (ACM) assists the CDG member and the assigned supervisor in ensuring that the IDP is fully implemented and that required employee counseling sessions are completed. The Regional Director serves as the command approval authority for long-term training. The Regional Director, as the Acq Demo sub-pay pool manager, represents regionally assigned CDG members in Acq Demo pay pool panel discussions. The Regional Director ensures that the supervisor and CDG member comply with the CCAS rating cycle, including initial and midpoint counseling sessions. The Regional Director also meets quarterly with the CDG members assigned to their respective region. CDG members are responsible for scheduling this meeting with the appropriate Regional Director. This meeting may be conducted via telephone, face-to-face or through the use of video teleconferencing facilities. Acquisition Career Management Advisors (ACMAs) will be invited to these meetings. Also, Regional Directors assist ASC in creating IDPs and placing CDG members into appropriate developmental assignments. In conjunction with ASC, Regional Directors will identify positions and recommend and assist members with placement during and after the completion of the 3-year program.

ACMs

ACMs are divided into two groups. ACMs reporting directly to the Regional Directors are responsible for career management for the acquisition community, GS-12s and below and broadband equivalent. ACMs reporting to the HRC PERSCOM are responsible for those acquisition professionals who are AAC certified, or who are CE, GS-13s and above and broadband equivalent. CDG members are the responsibility of the HRC PERSCOM ACMs.

HRC ACMs centrally manage CDG members for the duration of their program and throughout their Army acquisition careers. They are initially responsible for the integration of applicants' ACRBs and other application material into the applicants' files for board review. Upon members' selection, ACMs assist ASC in the creation of IDPs and in the placement of selected CDG members into appropriate

developmental assignments. ACMs are responsible for validating each member's experience, education and training, as well as entering the information into the Career Acquisition Personnel & Position Management Information System (CAPP MIS). IDPs and any other CDG Program working papers are retained in the individual CDG member's career management file maintained by the ACMs. In conjunction with ASC, ACMs identify positions and recommend members for and provide assistance with placement after the completion of their developmental assignment(s). Although it is the responsibility of the CDG member to track announcements for potential promotion opportunities and PM Boards, ACMs will notify CDG members of potential opportunities and/or Selection Board schedules. ACMs assist, at the member's request, in the assembly of the CDG's application package for presentation to the Selection Board.

Acquisition Career Management Advocates (ACMAs)

Although not in the CDG members' direct chain of command, ACMAs are available to provide guidance to members within their respective commands and/or geographic areas regarding the CDG Program, and help in identifying potential CDG developmental assignments. ACMAs provide feedback to ASC on the CDG Program and are encouraged to participate in the quarterly CDG meetings convened by the Regional Directors. For a listing of ACMAs, visit ASC Web site's ACMA Contact page at:

<http://asc.army.mil/contact/acmas.cfm>.

Assignment Organizations

The assignment organization is responsible for the day-to-day supervision and management of the CDG member. The assignment organization, through the immediate supervisor, is responsible for ensuring that the CDG member is in a meaningful developmental assignment, provided with an adequate workplace and released for training and education in accordance with the approved IDP. Where the local implementation of this policy impacts the bargaining unit employees' conditions of employment, activities are reminded to comply with statutory and contractual labor relations' obligations.

Supervisors

Once placed in a position, the CDG member and the immediate supervisor jointly discuss the approved IDP. During the first week in the position, the supervisor and CDG member jointly establish the CDG member's CCAS objectives. The immediate supervisor evaluates the CDG member's performance in accordance with the governing performance management program. Customary administrative actions, such as the maintenance of time and attendance cards and initial and mid-point counseling for CCAS, is the responsibility of the CDG member's supervisor. Disciplinary actions are handled by following routine personnel processes and procedures. The supervisor immediately notifies ASC if such actions are under consideration. The supervisor reports actual or anticipated performance problems to the Regional Director as soon as such problems are detected. The Regional Director then informs the CDG Program Manager of anticipated performance deficiencies so they may be rectified through training, counseling, suspension or removal from the CDG Program. During the last week in the position, the CDG member completes the self-assessment (CCAS FORM III) and discusses it with the supervisor following which the supervisor's assessment of the CDG member is forwarded to member's respective Regional Director. Supervisors submit an exit survey (Appendix E) within three days following the departure of the CDG member from the developmental assignment.